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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 14 January 1959

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Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/OD - Voting Member
C/TSD - Voting Member
C/PS - Voting Member
Personnel Placement Officer
C/SD - Executive Secretary
Secretary to C/MS - Recording Secretary . .



1. Assignment

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Medical Technician, GS-8, [REDACTED] The Executive Secretary stated [REDACTED] is under consideration for assignment to this newly-created position; however, because of other assignments which might affect the staffing of Headquarters, the Executive Secretary did not make a definite recommendation.

2. Review of Fitness Reports

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a. The Executive Secretary reviewed briefly the Fitness Report on [REDACTED], GS-6, Medical Technician, and noted that Mr. [REDACTED] official file has been shopped throughout the Agency and it is possible he may be assigned to EE Division as a clerk.

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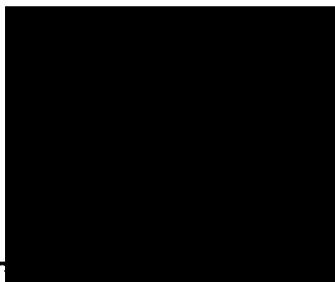
b. The Board noted the receipt of Fitness Reports on the following personnel:

[REDACTED] GS-11, Medical Service Officer
[REDACTED] GS-4, Clerk-Typist

3. Review of Training Evaluation Reports

C/OD reviewed briefly the Training Evaluation Reports on the following personnel:

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[REDACTED] GS-13, Medical Officer - Operations Support
[REDACTED] GS-13, Medical Officer - Operations Support
[REDACTED] GS-10, Physical Requirements Officer - Basic
[REDACTED] GS-4, Clerk-Typist - Report of Clerical

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[REDACTED] GS-4, Clerk-Typist - Clerical Induction
Training Evaluation

4. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

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[REDACTED] S-14, Psychologist (Clinical)
[REDACTED] GS-10, Physical Requirements Officer
[REDACTED] 4, Clerk
[REDACTED] GS-4, Clerk

5. Report of Medical Technician and Administrative Panel on Promotion Procedures

As a result of the Career Service Board Meeting of 12 November 1958, the Medical Technician and Administrative Panel was requested to consider the matter of promotion procedures and to submit their views regarding these procedures. The Panel, in reply to this request, submitted the attached memorandum dated 5 December 1958, which endorsed the present Competitive Promotion Program and recommended no change in the procedure. However, the Panel did recommend the initiation of a project to inform medical technician and administrative personnel of the policies and procedures regarding the Competitive Promotion Program. The Board Members concurred in this recommendation and the Executive Secretary will meet with C/MS to develop this program of education. C/OD will be consulted regarding the training implications.

6. Study of Medical Technician and Administrative Panel on Prerequisites for Employment of CIA Medical Technicians

The Medical Technician and Administrative Panel voluntarily submitted the attached study, dated 10 December 1958, entitled "Prerequisites for Employment with the CIA Medical Staff". After considering this paper, the Board decided to request the Executive Secretary to prepare a reply to the Panel stating the Board noted the observations of the Panel and appreciates its initiative; while many of the qualifications listed are desirable, the Board feels they must be applied on an individual basis according to the needs of the program at any particular time. The question of whether or not the Panel should submit recommendations for policy decision was also discussed. C/MS was of the opinion that the Panel should not be discouraged from submitting its views on any particular subject and stated he would discuss with [REDACTED] Chairman of the Panel, those matters which are of particular concern to the Panel. The Members also agreed that the Panel should be given a degree of freedom in choosing whatever topics it wishes to consider without direction from the Career Service Board.

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7. Miscellaneous

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a. [REDACTED] application for permission to take a course in psychology at his expense was briefly discussed. [REDACTED] feels that a course of this type will assist in his present position in OSI. No action was required of the Career Service Board at this time in regard to this application.

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b. The Executive Secretary informed the Members of the receipt of a dispatch from the Japan Station forwarding two letters of appreciation for the services rendered by [REDACTED]

c. The Executive Secretary also informed the Members of a suggestion he received for the formation of a panel to represent clerical personnel of the Medical Staff similar to that of the Medical Technicians and Administrative Panel. Further consideration of this matter was deferred until another meeting.

Attachments: (2)
As stated above
(w/orig only)

MS/mam

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